Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Justice and Police FDJP

State Secretariat for Migration SEM

State: July 2018

Factsheet on letter of invitation

Foreign citizens planning to travel to Switzerland in order to visit family or friends or for business reasons you may need to provide a letter of invitation as part of the visa procedure or on entry.

What information is required in a letter of invitation?

A letter of invitation is written by your prospective host in Switzerland. It must be written in an official Swiss language (German, French or Italian). If the letter is written in another language, a translation may be required. It does not need to have any particular form and does not require to be officially certified. To ensure that the diplomatic or consular representation, border control authority, etc., obtains the information that it needs, you should make sure that the letter contains **at least** the following details:

- a statement from your host (company or private individual) saying that they have invited you;
- your host's and your own full details (surname, first name, date of birth, address, telephone number, email address and nationality);
- the length of the stay;
- the date on which the letter was written;
- your host's signature (in the case of companies, the letter should be signed by a person authorised to sign according to the commercial register).

If the costs of travel, accommodation and food are being met by your host, this can also be mentioned in the letter of invitation. The letter of invitation can also contain further details of and reasons for the stay in Switzerland. Additional information may be requested at any time, either when you enter to Switzerland or during the visa application procedure.

What is the purpose of a letter of invitation?

The letter of invitation serves as proof of the reasons for your visit. Although your host may pay the costs of the visit, the letter of invitation does not constitute proof of any binding financial commitment to pay.

Where must the letter of invitation be produced?

If **you require a visa** to travel to Switzerland, the Swiss diplomatic or consular representation concerned may request a letter of invitation as part of the visa application procedure. You may be able to submit a scan or copy of the letter of invitation during the visa application procedure; however, the Swiss diplomatic or consular representation may also require your host in Switzerland to send it the letter directly. You should consult the relevant diplomatic or consular representation's website before submitting your application (www.swiss-visa.ch).

If **you do not require a visa** and you wish to travel to Switzerland in order to visit family or friends or for business reasons, it may still be useful to have a letter of invitation that you can produce when entering Switzerland.

Who can provide further information on the letter of invitation?

If you have any questions about the letter of invitation, please contact the nearest Swiss diplomatic or consular representation via the Swiss online visa system (www.swiss-visa.ch) or the State Secretariat for Migration SEM using the contact form or by telephone (058 465 77 60).

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Zu Handen der Schweizer Vertretung in Stadt, Land

Bern, den xx.xx.20xx

Einladung für Herrn André Ming, Rue des St. Honoré 13, 4000 Stadt, Land (Tel. 0047 88 96 96 96, Andre-Ming@xxx.com)

Sehr geehrte Damen und Herren

Required (as a minimum): Gerne bestätige ich hiermit, dass ich, Cornelia Ming, geb. am 11.5.1980, Schweizer Staatsangehörige, Herrn André Ming, geb. am 26.12.1984, Staatsangehöriger von Land wohnhaft in Stadt vom 15.3.2018 bis und mit 19.3.2018 zu einem Besuch eingeladen habe.

Optional (e.g. to explain relationship, further details of and reasons for the stay in Switzerland, offer to pay the costs of the stay and travel costs, etc.): Herr Ming ist mein Bruder. Ich freue mich, ihn nach so vielen Jahren wieder zu sehen. Ich werde sowohl für seine Reise als auch für seinen Aufenthalt vollumfänglich aufkommen.

Für Rückfragen zu dieser Einladung stehe ich Ihnen selbstverständlich zur Verfügung.

Mit den besten Grüssen

Unterschrift!

Cornelia Ming

BEISPIEL

Important note: *For an example in another official Swiss language please consult the Factsheets in French or Italian!*

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Information on Declaration of Sponsorship

Who can request a declaration of sponsorship?

A declaration of sponsorship is an official document proving that third-party nationals have sufficient financial means to stay in Switzerland. A Swiss embassy or consulate may require a declaration of sponsorship before issuing a visa, if applicants do not have sufficient funds or there is doubt as to whether they have sufficient funds to support themselves.

Procedure: Applicants should submit their visa application to the Swiss embassy or consulate responsible for their place of residence. If on examining the application the embassy or consulate concludes that a declaration of sponsorship is necessary, it gives the applicant the appropriate form to complete. Applicants should complete question 1 of the form and forward it to their guarantor (most usually their host). Some embassies and consulates may send the declaration form directly to the guarantor by e-mail. Other Schengen member states that issue visas on behalf of Switzerland may also request a Swiss declaration of sponsorship.

The Swiss border control authorities may also request from third-state nationals not subject to visa requirements who wish to enter Switzerland or from third-state nationals who submit a visa application at an external border a signed declaration of sponsorship from a guarantor.

The relevant form will not be handed out in advance, nor is it available online.

WHO PLEDGES WHAT?

The following people/entities may submit a declaration of sponsorship:

- Swiss citizens
- Foreign nationals who have a residence or settlement permit
- Legal entities according to the commercial or trade register

The same rules apply to hosts from the Principality of Liechtenstein.

- By signing the declaration of sponsorship, the guarantor undertakes to cover the following costs: Costs arising from sickness, accident, return transport and living costs, which would otherwise arise for public welfare or private medical services during the applicant's stay within the Schengen area
- A maximum of CHF 30,000 for individuals or groups and families of up to 10 people who are travelling together.

The declaration of sponsorship takes effect from the day the applicant enters Switzerland and is valid for a period of 12 months. It may not be revoked.

Note: the guarantor pledges to cover the above-mentioned costs but cannot legally vouch for their guest's departure from Switzerland.

Submitting the declaration of sponsorship

The guarantor should complete and sign the declaration form, and send it with the necessary documents to the **cantonal or communal authority responsible (see addresses below).** Alternatively, the guarantor can submit it to the authority responsible in person, if this is required. The processing of the declaration form is subject to a charge, which should be paid in advance using the appropriate payment slip (the authority responsible can provide more information on the payment procedure). Further documents must be submitted if required by the authority responsible for verifying the declaration of sponsorship.

Communal authority: If the guarantor lives in one of the following cantons, the declaration of sponsorship should be submitted to the communal authority responsible (residence office, commune chancellery, etc.): **Aargau, Basel-Landschaft, Bern, Fribourg, Graubünden, Schwyz, St. Gallen, Thurgau, Uri, Vaud, Valais, Zug or Zurich.**

Cantonal authority/Principality of Liechtenstein: If the guarantor lives in one of the following cantons or in Liechtenstein, the declaration of sponsorship should be submitted to the appropriate migration authority:

AI **Verwaltungspolizei**
Amt für Ausländerfragen
Marktgasse 2
9050 Appenzell
Tel. 071 788 95 21

AR **Amt für Inneres**
Abteilung Migration
Landsgemeindeplatz 2
9043 Trogen
Tel. 071 343 63 33

BS **Bevölkerungsdienste und Migration**
Migrationsamt
Spiegelgasse 6
4001 Basel
Tel. 061 267 71 71

GE **Office cantonal de la population et des migrations**
88, route de Chancy
1213 Onex
Tél. 022 546 47 95

GL **Departement Sicherheit und Justiz**
Abteilung Migration
Postgasse 29
8750 Glarus
Tel. 055 646 68 90

JU **Service de la population**
1, rue du 24-septembre
2800 Delémont
Tél. 032 420 56 80

LU **Amt für Migration**
Fruttstrasse 15
6002 Lucerne
Tel. 041 228 77 80

NE **Service des migrations**
Rue de Tivoli 28
Case postale 1
2002 Neuchâtel
Tél. 032 889 63 10

NW **Amt für Justiz**
Abteilung Migration
Kreuzstrasse 2
Postfach 1242
6371 Stans
Tel. 041 618 44 90/91

OW **Abteilung Migration**
St. Antonistrasse 4
6061 Sarnen
Tel. 041 666 66 70

SH **Migrationsamt**
Mühlentalstrasse 105
8200 Schaffhausen
Tel. 052 632 74 76

SO **Migrationsamt**
Ambassadorenhof
Riedholzplatz 3
4509 Solothurn
Tel. 032 627 28 37

TI **Ufficio della migrazione**
Via Lugano 4
6501 Bellinzona
Tel. 091 814 55 00

FL **Ausländer- und Passamt**
Städtle 38
FL-9490 Vaduz
Tel. +423 236 61 41

Further procedure

The cantonal or communal authority responsible will examine the declaration of sponsorship (i.e. the financial solvency of the guarantor). The canton informs the embassy or consulate of its findings. The latter then makes a decision regarding the visa application.
Please note: Even if the cantonal or communal authority approves the declaration of sponsorship, the applicant does not have a legal right to a visa.

Further information

For information on the status of the procedure and on individual cantonal procedures, please contact the **authority responsible in Switzerland or Liechtenstein (see addresses above).**